

**COMPTON COMMUNITY COLLEGE DISTRICT**  
**EL CAMINO COLLEGE COMPTON COMMUNITY EDUCATIONAL CENTER**



**ASSISTANT DIRECTOR OF FACILITIES PLANNING & OPERATIONS**

**FLSA: EXEMPT  
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**POSITION DESCRIPTION:** Under the direction of the Director-Facilities Planning and Operations, plan, organize, direct and control the assigned operations and activities of construction, maintenance, operations and grounds. Provide short-term and long-term planning and assure compliance with local state and federal laws, codes, ordinances and District Policies and procedures. Supervise, train and evaluate the performance of assigned staff.

**ESSENTIAL DUTIES/FUNCTIONS:**

- Develop and administer maintenance and cleaning programs and related records; including procedures, work instructions, work scheduling and inspection. Inspect work performed and resolve deficiencies as needed.
- As assigned, plan, direct and control the construction and renovation of the District's physical plant, coordinating and directing the activities of architects, engineers, inspectors and contractors as assigned.
- Determine requirements, prepare specifications and purchase requisitions for materials and services as needed by the assigned units of the Facilities Planning and Operations Department.
- Coordinate work activities between staff, contractors and campus groups through oral and written communications.
- Evaluate, determine and estimate the construction or maintenance needs of District physical plant; conduct surveys, make inspections, receive requests and communicate with others to determine needs.
- Train, supervise and evaluate assigned staff; recommend various personnel actions including selection, discipline, termination, reassignment and promotions; participate on interview panels as requested.
- Collect and organize Facilities Planning and Operations documents for preservation including technical manuals, maintenance schedules, equipment replacement program, vendor files, maintenance work orders and purchase orders.
- Supervise assigned staff who are responsible for department activities such as sweep, scrub, mop, wax and polish floors and vacuum rugs and carpets, spot clean and shampoo carpets, clean restroom, classrooms, offices, and other work areas; direct the operation of related equipment; oversee the day-to-day operations of the assigned Grounds, Trades and Utility Maintenance Worker staff.

- Plan, organize, and coordinates the maintenance and operations program through subordinate supervisor(s).
- Maintain work schedules and work standards for positions in assigned areas.
- Communicate with others regarding work requests, projects, complaints and other issues related to maintenance and operations activities.
- Direct and coordinate the relocation of furniture around campus and set up facilities for special events and activities.
- Train staff in the proper use of machinery and procedures; attend and conduct safety meetings.
- Oversee recycling and waste disposal activities.
- Oversee event set-ups, moves and takedowns.
- Assist in the determination of priorities and level of quality by considering function, safety, health, criticality and resources available; determine required resources necessary to accomplish work by estimating and use of time standards.
- Prepare and maintain a variety of narrative and statistical reports, drawings, specifications, records and files related to assigned activities and personnel.
- Assist in the development and preparation of the annual maintenance and capital construction fund budgets; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established policy.
- Maintain positive working relationships with vendors/contractors, students, the community and various departments within the district.
- Coordinate health and safety programs in the Department; assure project requests are in compliance with OSHA regulations and State and local laws and codes; conduct safety meetings with supervisory staff as needed.
- Attend and conduct a variety of meetings as assigned; give presentations to groups; represent the District with outside organizations and agencies including regulatory, local state and federal governments.
- Assure a safe environment for students, faculty and staff by inspecting and working with the safety committee and the safety and health administrator.
- Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- Planning, organization and direction of facilities management.
- Environmental laws and regulations.
- Energy usage and conservation concepts.
- Construction, custodial and maintenance methods and practices.
- Warehousing procedures, material handling, inventory control and delivery.
- Building codes, OSHA, and other laws, rules and regulations related to assigned activities.
- Budget preparation and control.
- Document and drawing management methods and practices.
- Oral and written communication skills.
- Principles and practice of administration, supervision, training and project management.
- Applicable laws, codes, regulations policies and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping techniques.

**ABILITY TO:**

- Plan, organize, control and direct the construction, maintenance and operation of the District's facilities.
- Assist in the overall development, implementation and supervision of the Department.
- Coordinate work activities between department units, contractors and other campus groups.
- Train, supervise and evaluate assigned staff.
- Develop and administer preventive maintenance program and related records.
- Coordinate health and safety programs in the Department.
- Estimate labor, material and equipment costs.
- Assure compliance with safety practices and various code requirements.
- Work from blueprints, shop drawings and sketches.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports and maintain records.
- Direct the maintenance of a variety of reports and files related to assigned activities.
- Work effectively and cooperatively with peers, faculty, staff, students, and community members from multicultural, diverse backgrounds.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Bachelor's degree in Engineering, Business Administration or related field and five years of increasingly responsible facilities management experience, including two years in a supervisory capacity.

**LICENSE AND OTHER REQUIREMENTS:**

Valid California driver's license

**WORKING CONDITIONS:**

- Multicultural diverse environment
- Indoor and outdoor environment
- Regular exposure to fumes, dust and odors
- Hearing and speaking to exchange information
- Visually monitor work
- Standing for extended periods of time
- Bending at the waist, kneeling or crouching